



STATE OF INDIANA


FRANK O'BANNON, Governor

DEPARTMENT OF ADMINISTRATION

Indiana Government Center South
402 West Washington Street, Room W478
Indianapolis, Indiana 46204

Memo



To: All office staff on the Indiana Government Center Campus
From: Glenn Lawrence, Commissioner 
Date: 03/19/02

Help us to Serve You Better (and Greener) ... Please inform your staff

Continual improvement of our recycling, trash and greening programs and services within the Indiana Government Center is our goal. We also strive to reduce or eliminate avoidable pest problems and cleaning jobs. All agencies within the IGC are asked to review these guidelines with agency employees. Working together, we can achieve these goals and also save time and money.

1. **Sort paper and other items for recycling and place in proper recycling receptacles.** If your staff has individual recycling containers for office paper, when they are full, they should be emptied into the larger "group" containers that are strategically located in office areas (most often near copier and printing stations). IGC Facilities maintenance crews do not empty the smaller individual recycling containers for you. Newspapers and magazines go in the Green 2-wheeled recycling carts. Revenues earned from recycling help to support recycling and greening efforts, so every little bit helps! If you have questions about what can be recycled, review the signs near bins, ask your Agency Greening Coordinator, visit the Greening Web site at www.IN.gov/greening, or call the Greening Program at 232-7658.
2. **Empty excess liquids from recyclable beverage bottles and cans down the sink before placing them into large blue 2-wheeled recycling carts.** These large blue containers are strategically located in various parts of the building, including office and vending areas. **DO NOT** empty beverage containers by pouring liquids into office flowerpots or trashcans, as this action will attract pests and can cause carpet stains when the flowerpot or trashcan overflows or leaks.
3. **Empty excess liquids from any non-recyclable cups down the sink before placing the empty cup into trash containers.** **DO NOT** empty non-recyclable cups by pouring liquids into office flowerpots or trashcans, as this action will attract pests and can cause carpet stains when the pot or trashcan overflows or leaks.
4. **Place trashcans from individual offices and cubicles outside of the door OR put them in the cubicle threshold areas.** This placement will alert IGC Facilities Maintenance staff that trash needs to be emptied. If food wastes are in the trashcans, be sure to put these cans out for pick-up every night in order to prevent pest problems and bad odors.

Thank you for working with our Facilities staff to achieve our common goals. If you have any specific questions, please contact Facilities Management at 232-3156. And thanks for doing your part to keep Indiana and our IGC Complex Clean and Green!